

Phrases for Answering Questions

Phrases If You Know the Answer

The answer to the question is ...

I [believe, think, know, am sure] that answer is ...

I am [glad, happy, delighted, pleased] that you [brought that point up, raised that issue, questioned that development].

You raise an important point that I'm happy to address.

I'm glad you brought that up, I can answer you simply by saying ...

Yes, I would like to [answer, address] that [question, point, issue].

Thank you for your question. The answer is ...

I [think, believe] the answer to that question is ...

Phrases for After You Answer a Question

Does that [answer, address] your question?

Is that what you [mean, are referring to, need to know, want to know]?

I hope that answers your question.

Did I adequately address your question?

Phrases to Clarify Questions

Remember, don't fake understanding. People will respect your authentic attempt to grasp their meaning.

Could you please [repeat that question, say that again, speak a little more loudly, speak more slowly, run that by me again]?

I'm sorry, I did not [get that, hear that, understand that, follow you].

If I understand you correctly, you're asking [repeat/rephrase the question].

Let me see if I understand you: you're saying [repeat/rephrase the question].

Could you [tell me more, explain that in more detail, expand on that]?

Would you be able to put that question in [other words, simpler terms, different language]?

Would you please [spell that name for me, repeat that name for me, spell that term for me, say that again]?

English is not my first language.

I have only been in the United States for six months.

I appreciate your patience; English is not my native language.

Thanks for your understanding; I'm still getting a grip on English. Did you say [repeat the question]?

Phrases If You Don't Know the Answer

Remember, don't fake an answer if you don't have the information. Don't

pretend to know an answer. It can and will probably come back to haunt you.

I don't have that information [here, now, at this time, with me].

I am afraid I don't know that.

Is there anyone in the room who can answer that?

I will be glad to check it out and get back with you.

Let me get back to you on that.

Time is limited, but see me after the meeting and I will tell you what I know.

Please leave me your e-mail address, and I will send you the information.

Phrases for After a Presentation

After any presentation, you may be mingling with your audience. Attendees may come up to you with further questions or comments or just wishing to network.

Let's exchange e-mails so that we can discuss this further.

I can see we have lots more to talk about. Let me call you later.

I have extra handouts here.

I can send you a follow-up e-mail with more information.

Thank you for your comments during the presentation.

I wanted to address your comment more but didn't have the time. Perhaps we can talk more about it later?
